

SUBPART E - APPROVAL AND PAYMENT FOR TRAINING

WV410.40

WV410.40 Paying costs of training

It is the Soil Conservation Service's policy in West Virginia to approve and reimburse an employee for training courses taken at colleges and universities during nonofficial work hours, provided the following conditions are met. That the,

- a. training will enhance the employee's ability to perform current duties,
- b. course is not taken for the sole purpose of earning an academic degree,
- c. course is not taken for the sole purpose of filling a position by promotion,
- d. training request be routed to the State Administrative Officer through the Area Conservationist or principal staff member with the supervisor's concurrence and justification for training, and
- e. employee successfully completes the training course.

If the training is approved by the State Conservationist, the employee will receive a copy of the SF-182, "Request, Authorization, Agreement, and Certification of Training." If the training is not approved, the Area Conservationist or principal staff member will be notified.

The Soil Conservation Service in West Virginia will reimburse an employee for tuition, books, and related materials for a completed course if prior approval was acquired. A copy of the official grade transcript and proof of payment must be submitted to the State Administrative Officer with Standard Form 1129, "Reimbursement Voucher."

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